ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: All ACS Programs

POSITION/TITLE: Special Projects Assistant

FIRST LINE SUPERVISOR: ACS Director

SECOND LINE SUPERVISOR: Program Manager for project and/or ACS Volunteer Supervisor

GOAL/OBJECTIVE: To provide direct support to all ACS program staff on a task by task basis

DUTIES: Provides reception and clerical services; Takes phone messages; Conducts telephone inquires as needed; Assists with special projects, to include material preparation and organization; Other tasks to be determined by individual Program Manager or Volunteer Supervisor; Work activity will primarily involve sitting; however, volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping.

TIME/DRIVING REQUIREMENT: Time varies to be determined by program manager and volunteer at volunteer's discretion; Might include some nights and weekends; Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

QUALIFICATIONS: Good telephone and oral communication skills; Pleasant disposition; Basic knowledge of computers; Strong organizational skills.

TRAINING: Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATIONS: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.